



The Crossley Heath School

Information and Code of Conduct for students returning to school in
September 2020

Student Guidance

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INTRODUCTION

Dear Students

Please read this information in full. There is a lot to read but it is really important that you fully understand our expectations/conditions.

As you know, we are planning to open the school to all year groups from the start of term. Years 7 and 12 are due in on Friday 4th September and all groups are due to start the following Monday, 7th September

We have missed you and our lessons with you, and those teachers that are able (without underlying health conditions), are happy to come to school to work alongside you. The situation with regard to Covid-19, although improving, is still very serious and we still need to be vigilant and careful in order to keep everybody safe. Schools have to follow very strict government guidance. We have planned very carefully in order to make the Crossley Heath building as clean and safe as possible and we have devised procedures to help minimise the risk of infection for our staff and students.

We have had to plan in such a strict manner to enable you to come back into school so you will not be allowed to change groups and must stay in your year group, known as a 'bubble'. Due to the strict rules under the government guidance, you will not be able to socialise with other year groups once on school site including at break and lunch time. For this reason, break time will be split into two (see details later) and there will be a staggered end to the day. Some of the curriculum has to be adapted in order for us to meet the guidance on hygiene and minimise the risk of infection. This means that some practical lessons may not be possible.

We know that you are sensible and will understand that a condition of being in school is that you follow and adhere to all our instructions, at all times. If you fail to follow the rules, you will be putting your peers, teachers and families at greater risk. If that happens, it will be considered 'serious misbehaviour'. We know this sounds very draconian but it cannot be overstated as to the importance of you behaving with consideration and respect for others whenever you are in school. Please also remember that if you need support from the pastoral team for whatever reason, we are available to support you.

Despite these restrictions, we hope you are looking forward to being back in the classroom again and learning as a group. Merits will still be given and we will look for ways to continue with our house activities and school trips.

I hope you will all be grateful for the opportunity to learn in school with your teachers again, and you will appreciate the efforts and hard work of all our teams, particularly the maintenance and cleaning staff, in making all the arrangements possible for you to return.

Please show your appreciation, respect and understanding of the seriousness of the situation by following all the guidelines willingly and with good grace – I know you will 😊

Thank you

Mr Chesters

04/09/2020



Please read the following information very carefully so that you know what we expect of you on school days:

SECTION 1: PREPARING TO RETURN TO SCHOOL

- **You should not come into school if:**
 - You have a NEW CONTINUOUS dry cough (*a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)*) and/or a high temperature or have lost all your sense of taste or smell. If so, you must self-isolate for 10 days or until you test negative for Covid-19. We advise that your parents arrange a test as soon as possible.
 - You have been in close contact ([as defined by the NHS](#)) with anyone who tests positive for Covid-19. You will need to stay at home for 14 days. (If this happens your parents will be contacted by school).
 - If a member of your household has COVID symptoms described above – you need to self-isolate until either their test comes back negative or 14 days have elapsed and you have shown no symptoms. If during this time you begin to show symptoms you should also arrange for a test.
 - If you test positive for COVID you need to self-isolate for a minimum of 10 days from the start of your symptoms. If you still have a high temperature at this point, you should isolate until your temperature is normal.
 - You are told to self-isolate by NHS Track and Trace
 - You have arrived into the UK from a high risk country as defined by the government. For more information on self isolation please see <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- If your parents/carers have confirmed that you are not attending, then you should continue to complete all the work set by your subject teachers which will be posted on Office 365, Teams.
- The usual procedure for not attending school applies. Your parents/carers will need to contact school.
- You will have your lessons in a limited number of classrooms. We will minimise student movement around the school site and you will have designated areas in school for learning and for socialising.
- Please bring your equipment/resources and writing materials with you as you will not be permitted to share them. Only bring the things you need for each day of learning as you will not be allowed access to your lockers.
- In the first instance, you will not be able to buy food, drinks or to fill up water bottles in school. This is to reduce the risk of cross-contamination and is for your own safety. Please bring enough water and a snack to get you through to lunchtime. Until catering systems are more operational, students will be expected to bring a packed lunch. We will hopefully be able to introduce a system whereby you can pre-order a grab bag packed lunch in the near future.



SECTION 2: COMING TO SCHOOL AND RETURNING HOME

Make sure:

- You have had breakfast.
- You are wearing freshly cleaned school uniform (where possible).
- You have a suitable and appropriate face covering
- You have all your equipment (including personal hand sanitiser where possible) and books for the day (there will be no sharing or swapping of pens in school for).
- You have your food and a large drink for the day.
- You wash your hands thoroughly as you leave home.
- Getting to and from school safely is your responsibility and we need you to take it very seriously please.
- **Government advice is to avoid public transport if at all possible.** If travelling by bus or train you will need to wear a fabric face-covering in line with new government guidelines. Please be aware that you need a separate (its own) bag to place the mask in to then put into your school bag.
- **Whether walking, travelling by bus or by car you must always obey the social distancing (2m) rules.** If you do not, you put yourself and others (e.g. your parents and teachers at increased risk). We would advise that you do not share cars.

SECTION 3: ATTENDING SCHOOL – STUDENT ARRIVAL

- Please be aware that school will feel very different to normal. It may feel less friendly, less comfortable and far less flexible. We have had to put in very strict rules in order to be able to open our doors to all students.
- Please enter school by the top gates or the moor gate. The main gate/driveways are for cars only and are out of bounds.
- **Please try to arrive by 8:20am and no earlier than 8:00am. On arrival to school you must go to your designated indoor social space, sanitise or wash your hands on arrival. Staff will be on duty to greet you and help direct you to the right place. You will be collected by a member of staff to go to your first lesson.**
- **FYI Sixth Formers only. Please try to arrive by 8:20am and no earlier than 8:00am.** If you arrive before 8.20am, please sign in and then go to your designated indoor social space (Y12 to the Sixth Form block and Y13 to the Conference Suite) and sanitise or wash your hands on arrival. There are plenty of toilet facilities in both areas. If you arrive after 8.20am then please sign in and go straight to your P1 classroom and sanitise your hands on arrival.
- Please do not be late in order to avoid moving around the school at unexpected times, which adds risk.
- When in school you will be required to stick to your designated areas, which for some year groups also means staying on just one side of the building (see the map later). You



should therefore only enter and exit the building on this side and use the stairs and toilets on that same side.

- We have to clean everywhere you go and everything you touch so you really need to be careful when moving around the building. If doors are propped open then please avoid touching them. Please maintain a safe distance as you move along corridors. Do not enter toilet areas if others are ahead of you. Two at a time is the maximum allowed.
- As you enter **every** classroom it is very important that you sanitise your hands, greet your teacher, and take the seat you are assigned.
- You will be registered in your classroom.

SECTION 4: GREETING FRIENDS

We understand that you may not have seen some friends for a while. We all miss human interaction and this situation has reminded us just how important that is. However, we must maintain social distancing for everyone's safety and this means we cannot greet each other like we used to.

You must make sure:

- You try to keep your distance from people, even your friends.
- You must not make physical contact such as shaking hands, high fiving, fist bumping, hugging etc.
- You greet each other in safe, **non-contact** ways such as by smiling, speaking, showing your palm, putting your hand to your chest, nodding etc.
- You don't try to socialise with other Year groups at school.
- You do not play contact sports. Contact is not allowed in school. Hopefully, this won't be for too long.

SECTION 5: CLASSROOM PROCEDURES

- Hand sanitiser and tissues are available in every room and desks have been laid out in line with government regulations. It is really important that we all understand the importance of minimising risk if we are to work safely in school.
- Please do not move the furniture or swap places during the day. Please avoid touching anything other than your immediate surroundings and any resources provided on your desk.
- All tissues and rubbish should be placed in the bin provided in your room.
- You need to try to make sure you do not need to use the toilet during class time. If you really need to go, you will be allowed, however we are trusting you to be sensible, if somebody from another group is about – keep your distance and do not 'hang around'. If we become aware of any pre-arranged meetings during school time, it will be considered 'serious misbehaviour' and you will be sanctioned as such. Please ensure you wash your hands thoroughly (for at least 20 seconds) with soap and warm water and place any paper towels in the bin after using the toilet. When you return to class, sanitise your hands again.
- Occasionally, especially during change over between lessons, you might need to wait for a couple of minutes until your next teacher arrives: if so, your behaviour at this time must be impeccable. There will be staff on duty monitoring year group bubbles.

- When you leave **every** classroom, sanitise your hands again.
- Assemblies will take place in your year group designated indoor social space. The usual school behaviour policy will apply at all times.

SECTION 6: BREAKS/LUNCH AND THE END OF THE DAY

- You will be given a break during the morning session **but the canteen will not be open.** You will have to spend your break in your designated indoor area, if the weather is poor, or outdoor space on all dry days.

| Time | Year 8/10/12 | Time | Year 7/9/11/13 |
|---------------|--------------|---------------|----------------|
| 08:30 - 09:30 | P1 | 08:30 - 09:30 | P1 |
| 09:30 - 10:35 | P2 | 0930 - 0945 | BREAK |
| 10:35 - 10:50 | BREAK | 0945 - 10:50 | P2 |

- When you return to class at the end of a break/lunch. You must sanitise/wash your hands.
- The canteen will not be open at lunch time. At first, you must bring a packed lunch. We will hopefully be able to provide packed lunches (grab bags) in school shortly. The release for lunch time will also be staggered.
-

| LUNCH RELEASE TIMES |
|--------------------------------|
| 11:50pm - 6 TH FORM |
| 12:10pm – YEAR GROUP ASSEMBLY |
| 12:20pm – Y7/9/11 |
| 12:25pm – Y8/10/12 |

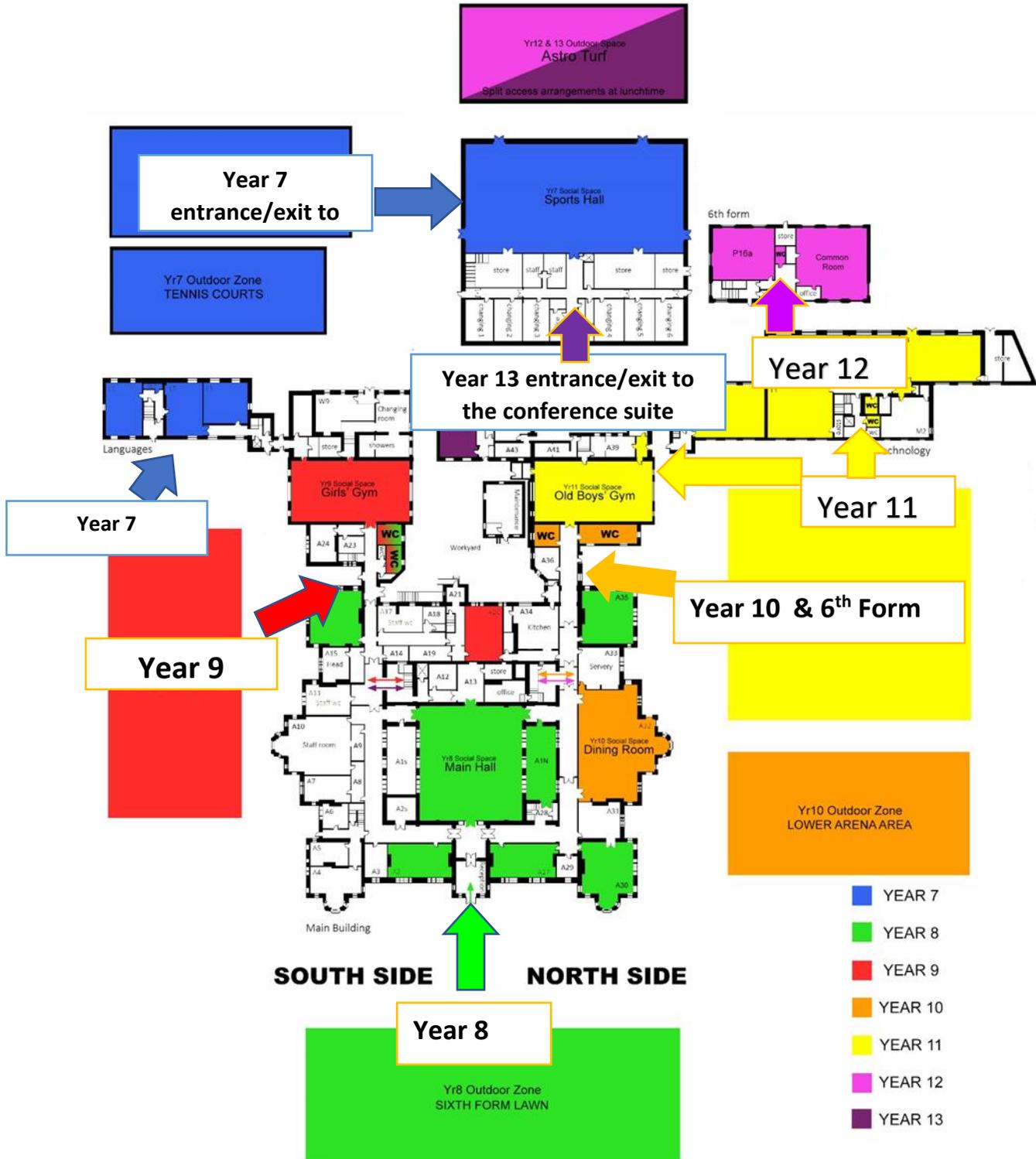
- At lunch you must remain in your year group areas (unless you need to go to the pastoral base, B18 or an office). If you need to visit one of these places you must do so on your own. The designated social spaces are outlined later in this guidance.
- **You must not stay on site at the end of the day but should leave and go straight home at 3:25pm.** Please resist the temptation to stand around and chat with your friends or teachers.
- You will need to be collected at reception if leaving school during the day for an appointment, where you should still sign out.
- **If the fire bell goes, you will be escorted to the moor by your teacher keeping your distance from others. You must try to keep your distance with students from any other Year group once outside please**
- **At the end of the day, year groups will be released at different times in order to minimise congestion. SEE SCHOOL DAY OVERVIEW**



SECTION 7: Indoor and outdoor designated social areas (bubbles)

- We have to keep you within your bubbles during lesson and social times. It is very important that you are in your social areas and **nowhere else** during these times.
- Students **MUST NOT** be wandering around the school or linger in the toilets. Students are allowed to go to the Pastoral Base or B18 but must go alone.
- Years 8 to 13 will be allocated a space on the moor for lunchtime. Year 7 must stay within the school ground area.
- Each year group has been allocated an indoor and outdoor space. Please NOTE – NOT ON THE MAP Y12 INDOOR SPACE IS THE SIXTH FORM BLOCK AND YEAR 13 IS THE CONFERENCE SUITE
- Classrooms are not social spaces. When moving from the indoor to outdoor area the most direct route must be taken sticking to just one side of the building and staircase when exiting.
- Yr8 will be allowed to exit and enter via reception, Yr9 and 13 should use the **SOUTH** stairs and language wing toilets and exits; Yr10 and 12 should use the **NORTH** stairs and arena toilets and exits. (see the maps below)

Year Group Entrances and Exits



Year Group Arrival and Departure routes in school grounds when using the moor gate (Lower school only)

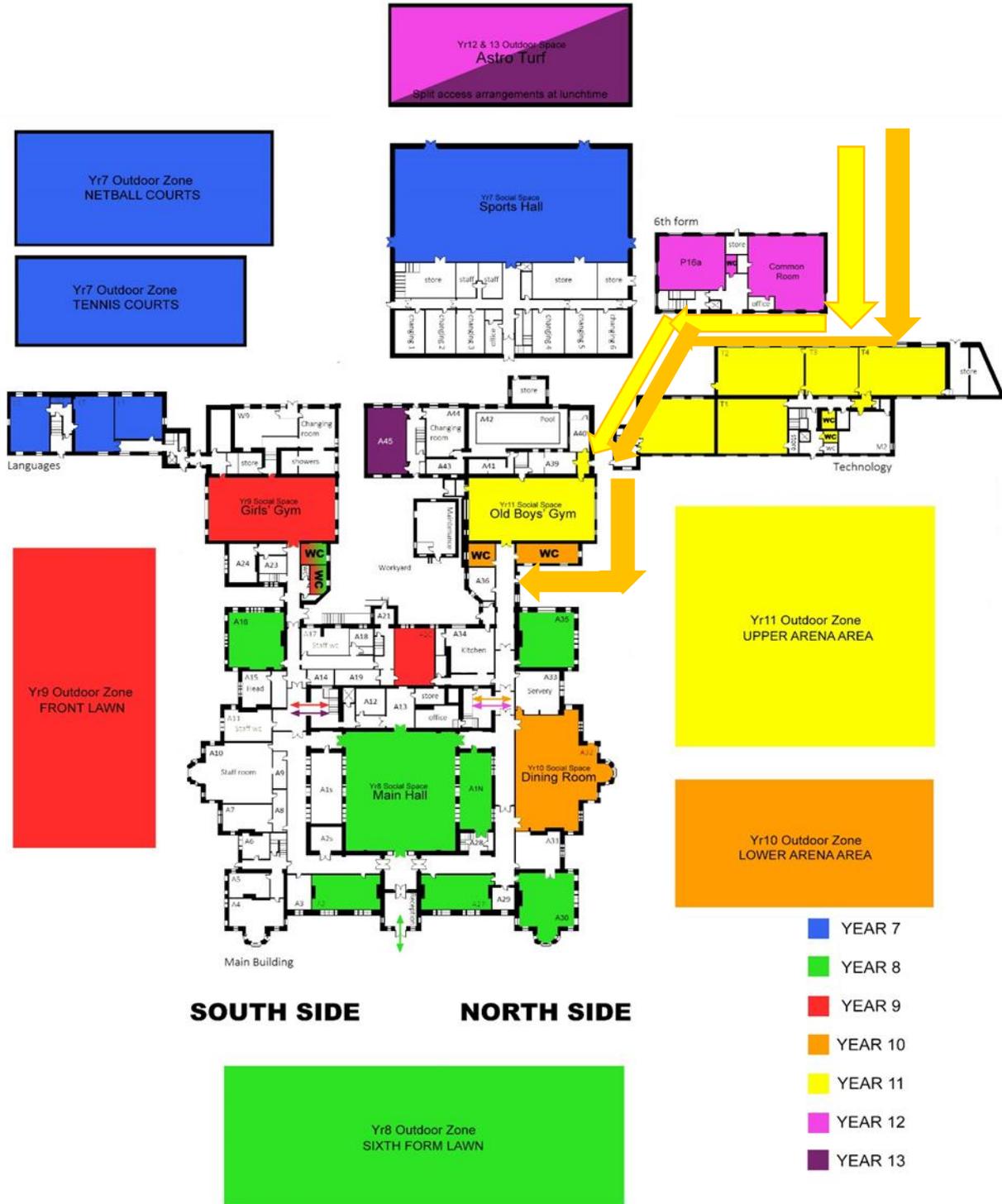




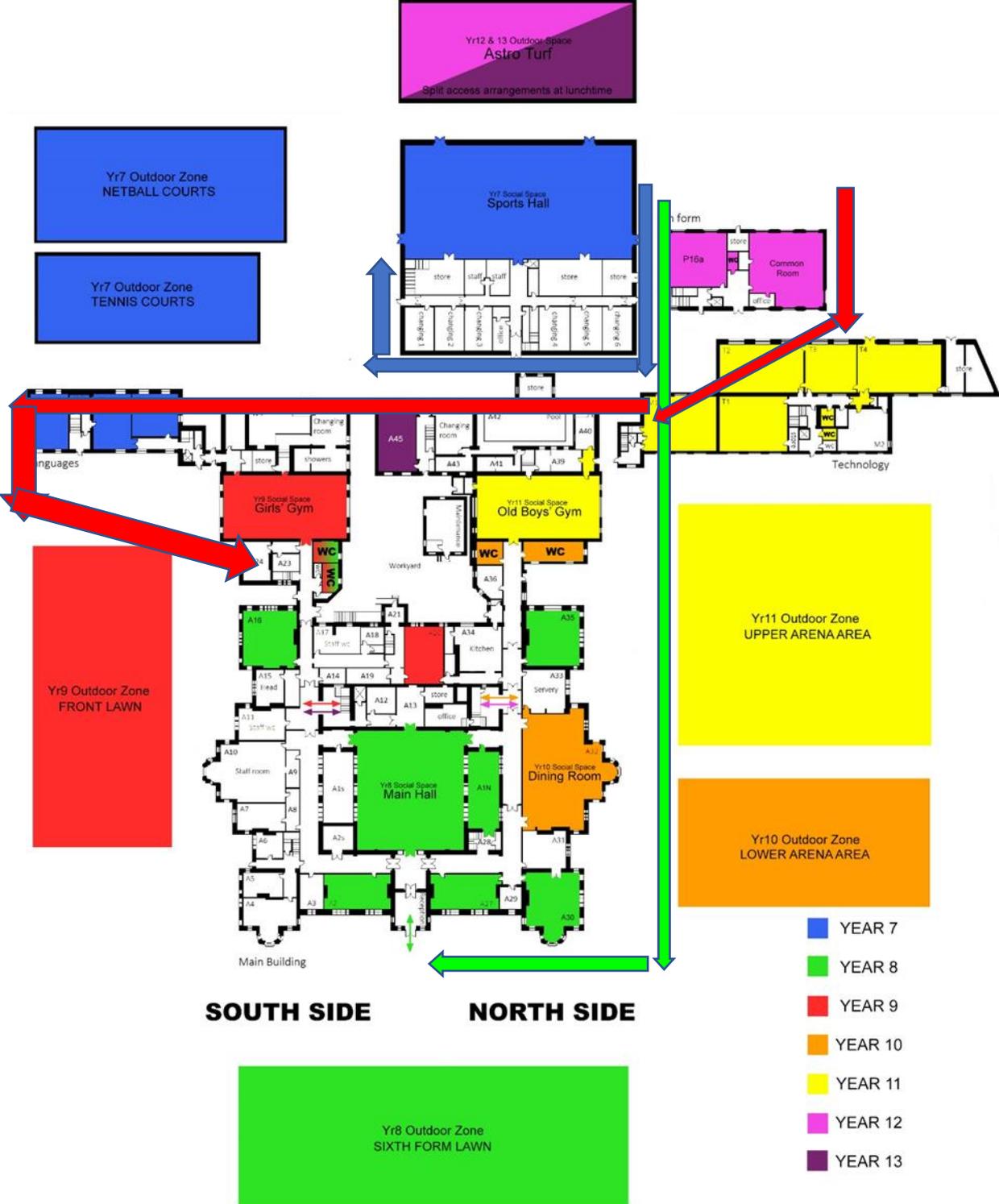
SECTION 7: Forms and Form Rooms

FORM TUTORS

Year Group Arrival and Departure routes in school grounds when using the top gates (y10/y11)



Year Group Arrival and Departure routes in school grounds when using the top gates (y7-y9)



Y7 PROGRESS LEADER: MR C. DAVIS

| | | |
|------------------|----------------|----|
| <u>7A</u> | J GRIFFITHS | L1 |
| <u>7B</u> | H FERN | L2 |
| <u>7C</u> | R HENSON | L3 |
| <u>7D</u> | A TODDE-WILSON | L4 |
| <u>7E</u> | N BARBER | L5 |
| <u>7F</u> | L TURNER | L6 |

Y8 PROGRESS LEADER: MR N CHARLSWORTH

| | | |
|------------------|----------------|-----|
| <u>8A</u> | L TODDE-WILSON | A16 |
| <u>8B</u> | R MCLAUGHLAN | A2 |
| <u>8C</u> | R SMITH | A1N |
| <u>8D</u> | E RYAN | A27 |
| <u>8E</u> | C JOHNSON | A30 |
| <u>8F</u> | M BROWN | A35 |

YEAR 9 PROGRESS LEADER: MR SPENCER

| | | |
|------------------|----------------------------|-----|
| <u>9A</u> | S CHIPPERFIELD | B13 |
| <u>9B</u> | A HAZELTON | B16 |
| <u>9C</u> | J LEVER / H CARTMELL (MON) | B15 |
| <u>9D</u> | J FIRTH | A20 |
| <u>9E</u> | R JACKSON | B3 |
| <u>9F</u> | K PAXMAN | B22 |
| <u>9G</u> | S DEWS | B14 |

Y10 PROGRESS LEADER: MR P. SMITH

| | | |
|-------------------|-------------------|-----|
| <u>10A</u> | Z COLE | B9 |
| <u>10B</u> | M CARRADUS | LRC |
| <u>10C</u> | D PRITCHARD | B10 |
| <u>10D</u> | J NORCLIFFE | B7 |
| <u>10E</u> | R NIMMO / S PEERS | B2 |
| <u>10F</u> | C GARBUTT | B5 |
| <u>10G</u> | A CARTMELL | B6 |

Y11 PROGRESS LEADER: S DONLAN

| | | |
|-------------------|------------------------------|-----|
| <u>11A</u> | S GROSSOVA | VA1 |
| <u>11B</u> | A MISTRY | M1 |
| <u>11C</u> | S. GILLESPIE | C17 |
| <u>11D</u> | D DRUQUER / L JONES | VA5 |
| <u>11E</u> | S MALLINDER – B DENTON (TUE) | C11 |
| <u>11F</u> | H HILL - | C9 |
| <u>11G</u> | J POTTER | T1 |

6TH FORM:

| Teacher pairing | Y12 Room | Y13 Room |
|-----------------|----------|----------|
| MSS/LJ | P16B | C3 |
| SS/NH | P16A | C1 |
| CM/JD | C4 | C14 |
| PL/KH | C8 | C12 |
| CEG/VJ | C7 | C20 |
| JS/KC | C5 | C16 |

Section 8 School Day Overview

| Time | Year 8/10/12 | Time | Year 7/9/11/13 |
|---|-------------------|---|-------------------|
| 08:30 TO 09:30 | P1 | 08:30 TO 09:30 | P1 |
| 09:30 TO 10:35 | P2 | 0930 TO 0945 | BREAK |
| 10:35 TO 10:50 | BREAK | 0945 TO 10:50 | P2 |
| 10:50 TO 11:50 | P3 | 10:50 TO 11:50 | P3 |
| 11:50 TO 12:20 | TUTORIAL/ASSEMBLY | 11:50 TO 12:20 | TUTORIAL/ASSEMBLY |
| 12:20 TO 13:10 *NOTE STAGGERED RELEASE | LUNCH | 12:20 TO 13:10 *NOTE STAGGERED RELEASE | LUNCH |
| 13:10 TO 14:10 | P4 | 13:10 TO 14:10 | P4 |
| 14:10 TO 15:15 *NOTE STAGGERED RELEASE | P5 | 14:10 TO 15:15 *NOTE STAGGERED RELEASE | P5 |

END OF THE DAY RELEASE TIMES

3:10pm – Yr7, 8 and 11

3:15pm – Yr9 & 10

3:20pm – Yr12 & 13

LUNCH RELEASE TIMES

11:50: 6TH FORM

12:10: ASSEMBLY YEAR

12:20: Y7/9/11

12:25: Y8/10

ASSEMBLY DAYS/AREAS

Y8 = MON MAIN HALL

Y7 = TUE SPORTS HALL

Y9 = WED OLD GIRLS GYM

Y11 = THUR OLD BOYS
GYM

Y10 = FRI DINING ROOM



Reflection/prayer rooms

Y7 L6 Y8 A1N

Y9 A20 Y10 B8

Y11 M2

Y12 c6 Y13 C1

STANDARDS DETENTION ROOMS

Y7 = L1

Y8 = A16

Y9 = B13

Y10 = B5

Y11 = T1

STUDENTS MUST
SANITISE/WASH HANDS WHEN
ENTERING AND LEAVING
CLASSROOMS

ALL YEARS ALLOWED TO VISIT PASTORAL BASE/SEN

LUNCHTIME ARRANGEMENTS



| Year | Indoor Social Space |
|---------|---------------------|
| Year 7 | Sports Hall |
| Year 8 | Main Hall |
| Year 9 | Girls' Gym |
| Year 10 | Dining Room |
| Year 11 | Old Boys' Gym |
| Year 12 | 6th Form Block |
| Year 13 | Conference Suite |

Amber Day Lunchtime Arrangements Moor closed - Grounds ok

| Year | Indoor Social Space | Outdoor Social Space |
|---------|---------------------|-----------------------------------|
| Year 7 | Sports Hall | Tennis Courts |
| Year 8 | Main Hall | 6th Form Lawn |
| Year 9 | Girls' Gym | Outside Languages |
| Year 10 | Dining Room | Lower Arena |
| Year 11 | Old Boys' Gym | Top Arena |
| Year 12 | 6th Form Block | Astroturf/Outside 6th Form - Rota |
| Year 13 | Conference Suite | Astroturf/Outside 6th Form Rota |

Green Day Lunchtime arrangements Outside Day: lower school students are expected to be outside

| Year | Moor area | Outdoor Social Space |
|---------|--------------|--|
| Year 7 | n/a | Tennis Courts |
| Year 8 | Top left | 6th Form Lawn |
| Year 9 | Top right | Outside Languages |
| Year 10 | Middle right | Lower Arena |
| Year 11 | Middle left | Top Arena |
| Year 12 | Bottom left | Astroturf/Outside 6th Form - Rota or inside 6th Form Block |
| Year 13 | Bottom right | Astroturf/Outside 6th form - Rota or inside Conference Suite |

